

## TS-EAS - EAC-CPF team

**Place:** Virtual meeting, Zoom

**Date:** Friday, 4 June 2021, 7am Boston / 1pm Berlin / 9pm Melbourne

**Participants:** Ailie, Iris, Karin, Mark, Sara, Silke, Gerhard

**Notes:** Mark

### Minutes:

Call for comments:

- Ended this Wednesday, 30 June 2021
- Changed homepage text
- Received feedback from 3 groups (which represent 12 issues):
  - See Community Feedback
    - U.K., Kalliope / Gerhard, Daniel Pitti
  - Still expect feedback from EAD team
- Issues will be moved over to [GitHub](#)
- The EAC team will then discuss those issues at upcoming meetings, with preparations done before the meetings.

Best practice guide (BPG):

- See Ailie's message from today
- Ailie and Iris touched base about the site infrastructure
- Received feedback from Silke and Kerstin re: formatting of the BPG.
- Calling something "solution" makes it more prescriptive.
- Leaning toward option 3 in general. (seems like it can also be re-used more easily for EAD, as well):

**Title** [a meaningful title for the topic/issue]

**Schema:** [whether this applies to EAC-CPF and/or EAD]

**Context:** [context for topic/issue being discussed]

**Description:** [a narrative description of how to address the issue using EAC-CPF V2] - could alternatively be 'Details'

**Examples:** [examples of EAC-CPF V2 encoding]

- How should we work on this collaboratively?
  - Google Doc, or just directly in GH pages format?
- Decisions:
  - **Option 3 for structural format**
  - **A single google document will be started so that we can work collaboratively and edit.**
  - **Iris and Ailie will also look at different GH page options, as well.**

- No deadlines yet.... but the earlier that folks can start work on their sections the better!
- For future virtual EAC meetings, just save a timeslot for BPG updates (but no need to have time slots for specific topics)
- Could also discuss with SAA's EAS Section.

#### EAC-CPF team:

- New members start officially August 1
- Thanks to Sara for all of the work she's done!
- Aside from Sara, no other changes from current EAC team members... but
- Silke is extremely busy right now, but will stay as the team lead through ~ January 2022.
- Will stay on the EAC team throughout her term, but we need a new lead.
- Hoping to find a co-chair that could start this year.
  - **Please let Silke know if you are interested**
- For the TS-EAS meeting next week, with 9 new members. 8 have already accepted the meeting for next week.
  - Highlight the revision work
  - More work needed for BPG
  - SNAC, ASpace (agent module update for ASpace 3.0)
  - Training leadership opportunities

#### Other business

- Reminder about meetings next week
- SAA events calendar: <https://connect.archivists.org/events/calendar>
  - TS-EAS meeting: <https://zoom.us/join/zoom/register/tJ0rcuqrpzkiGt1TxzymnCjUXBL2bnlCP8Tw> , 2021-07-06
  - Standards: <https://zoom.us/join/zoom/register/tJEufumorjsvHNVGxrs6FjNrdnzzrmkPqISk> , 2021-07-13

#### Next meeting

- Friday, 6 August 2021, 7am Boston/1pm Berlin/9pm Melbourne